



**Department of State**

**Division of Business Services**

**Municipal Clerk & Recorder Certification  
Services**

**Riley C. Darnell  
Secretary of State**

**3/2004**

### **WHO MUST BE CERTIFIED?**

A municipality with a population of 1,500 or more according to the 1990 Federal Census or any subsequent Federal Census, which employs an officer or employee responsible for exercising any of the duties of Municipal Clerk & Recorder, must have at least one certified person. For other municipalities, certification is optional.

### **WHAT ARE THE QUALIFICATIONS FOR CERTIFICATION?**

To be certified, a person must obtain certification from the International Institute of Municipal Clerks or must complete a minimum of **100** credit hours from any of the following or combination thereof:

- The Municipal Clerks Institute (M.T.S.U.);
- The U.T. Center for Government Training;
- Seminars conducted by the Tennessee Municipal League;
- Leadership Forum (U.T. Muni-cipal Training);
- Job-related seminars; or
- An A.A. or A.S. degree (maximum credit of 25 hours) or a B.A. or B.S. degree (maximum credit of 50 hours), provided that credit will be given for only one degree.

### **WHO IS EXEMPT FROM CERTIFICATION?**

-Any person who is licensed to practice law in Tennessee and who satisfies continuing legal education requirements

-Any person who has been appointed or is acting in the capacity of a city manager or administrator and who possesses a M.A. degree in public administration

-Any person who is a certified public accountant holding a certificate as provided in Section 62-1-106 or Section 6-1-107

-Any person who has served as both a city judge and city recorder for at least 25 years

### **ARE THERE ANY CONTINUING EDUCATION REQUIREMENTS?**

To retain certification, a certified person is required to attend a minimum of **18** hours of continuing education courses every **3** years. This requirement may be met by attending a minimum of 18 credit hours from any of the following or combination thereof, provided that the hours were not used to complete the required hours of education for certification:

- The Academy for Advanced Education (M.T.S.U.);
- The International Institute of Municipal Clerks annual conference or state, provincial or regional clerks meetings;
- Seminars conducted by the Tennessee Municipal League;
- Leadership Forum (U.T. Muni-cipal Training); or
- Job-related seminars.

### **HOW CAN I APPLY FOR CERTIFICATION OR CONTINUING EDUCATION CREDIT?**

You may obtain Form #SS-4507, Application for Certification of Municipal Clerks & Records and Continuing Education Credit, from our website or upon request from our office.

For certification, the application must be accompanied by a copy of the certificate(s) from the institution(s) at which the qualifications were completed. The certificate(s) (other than a degree) should indicate the number of hours completed. If credit is claimed for job-related seminars, then documents must also be submitted outlining seminar content.

For continuing education credit, the application must be accompanied by a copy of the certificate(s) of attendance and a statement as to the number of credit hours completed. If credit is claimed for job-related seminars, then documents must also be submitted outlining seminar content.

Please note that the Division of Business Services does not pre-certify seminars for content applicability or for applicable credit hours.

Applications are accepted by mail, fax or in person.

Upon receipt and approval of an application, the Division of Business Services will issue to the applicant a certificate confirming the certification or continuing education credit.

**COUNTER SERVICE**

Customers may obtain services in person during regular business hours (8:00 a.m. until 4:30 p.m. (CST) Monday - Friday). The Division is located on the 6<sup>th</sup> Floor of the William R. Snodgrass Tower, 312 Eighth Avenue North, Nashville, TN.

**MAILING ADDRESS**

**State of Tennessee  
Department of State  
Division of Business Services  
Municipal Clerk & Recorder Section  
312 Eighth Avenue North  
6<sup>th</sup> Floor, Wm. R. Snodgrass Tower  
Nashville, TN 37243**

**TELEPHONE NUMBER**

For other assistance, please contact us at:

**(615) 741-3699**

**E-MAIL ADDRESS**

**Business.Services@state.tn.us**

**FAX NUMBER**

**(615) 741-7310**